

Subject line: Important: Enter time in PAL by COB Monday

*This message is being sent to all DGS employees.*

With the July 14 launch of the new PAL system, the FI\$Cal team would like to address any potential project issues prior to the end of the July pay period. We are asking you to log in to PAL and **enter all time worked (or leave used) to date by the close of business on Monday, July 25.**

Some project numbers have yet to be established in PAL; if this is the case for you, please:

1. Contact your attendance clerk to inform them of the missing project information.
2. Read the attached procedure, which includes a temporary workaround solution.

Also attached is a manual timesheet to track your hours (this is for your use only and cannot be submitted).

Thank you.

Find your attendance clerk on [this list](#); just choose the tab indicating your division.

View the [FI\\$Cal intranet page](#).